

BUILDING & EQUIPMENT MAINTENANCE WORKER

Position Title: Building & Equipment
Maintenance Worker

Department: Fire

Department Head: Fire Chief

Immediate Supervisor: Fire Chief

Pay Range: 4 **FLSA Status:** Non-exempt

APPROVED:	<u>April 5, 2000</u>
REVISED:	<u>February 22, 2016</u>
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PURPOSE

Performs non-supervisory skilled and manual work with responsibility for the daily maintenance of all departmental facilities, equipment, and grounds. Maintains, tests and repairs fire fighting equipment and performs preventive maintenance on fire apparatus to ensure a high state of readiness.

ORGANIZATIONAL RELATIONSHIPS

Communicates with: *Internally* – Clerk-Typist, Fire Department personnel, City mechanics, City administrative staff, Safety Committee, other City maintenance staff;

Externally - Fire equipment, contractors and material suppliers and other sales representatives, training organizations and the general public.

Supervises: Part-time summer help (up to ten weeks)

ESSENTIAL FUNCTIONS

Regularly performs inside cleaning tasks: mops, sweeps, waxes floors and cleans carpets, cleans windows, maintains restrooms, empties wastebaskets and mows grass.

Empties trash outside, monitors flowers and shrubs, shovels snow, salts/sands sidewalks, maintains inside/outside lighting and works on other seasonal projects.

Plan and conduct routine maintenance of the fire facility.

Perform preventative maintenance on vehicles and make repairs, adjustments and replacement of parts; review maintenance records, schedule maintenance programs and inspects emergency vehicles; and maintain expandable supplies for each vehicle.

Perform preventative maintenance on fire fighting equipment and make repairs, adjustments and replacements of parts; review records; inspect equipment and maintain stock of supplies; wash/wax trucks; and arrange for necessary outside repairs.

Must be able to operate and maintain a variety of equipment such as fire trucks, SCBA compressor and breathing equipment, personal alarm systems, electric and gas tools, radio equipment, atmospheric test equipment, drive apparatus, ladder tests, pump tests and calculate water pressures.

Conduct tours and speaking engagements for groups of all ages regarding fire prevention and fire department operations; demonstrate equipment and educate about current fire prevention.

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ESSENTIAL FUNCTIONS (continued)

Work with staff on budgeting, obtain quotes and proposals from vendors, review proposals and help prepare yearly budget; purchase fire fighting equipment and review new products.

Work with staff and committee members on purchasing of new fire equipment.

Attend training and seminars for development of the skills needed to maintain new and changing equipment in fire service, and attend interdepartmental meetings.

Other Duties and Responsibilities

Maintains on department's computer documentation of all equipment repairs, testing and maintenance.

Monitor 2-way radio frequencies, receives messages from public safety groups, monitors telephone calls, takes messages and answers questions from public.

Directs the work of occasional part-time summer help.

Performs other related duties as assigned by supervisor or as apparent.

Required Knowledge, Skills, and Abilities

Knowledge and experience in building & ground maintenance experience of fire apparatus, fire equipment and computers.

Knowledge of National Fire Protection Standards (NFPA), OSHA standards, City Safety Policy, WFD Operational Policy, State Laws, NIOSH, and manufacturers' recommendations of equipment.

Knowledge of HVAC systems.

Ability to plan, organize, maintain programs.

Ability to exercise sound judgement and work independently.

Skill in verbal and written communications.

Skill in operation of fixed, portable fire pumps, engine/pumper, water tankers, command vehicles, light trucks, haz-mat trailer and aerial fire apparatus.

Machines, tools and equipment used: atmosphere testing equipment, power saws, hand tools, ropes, axes, mobile and portable radios, camera equipment, SCBA, portable generators; flood lights, first aid kits, pagers, personal alert safety systems, gas sniffers, thermal imagers, SCBA air compressor, shop compressor, drills, saws, wrenches, sockets, screwdrivers, hammers and all shop tools.

MINIMUM QUALIFICATIONS

High School degree or equivalent and some experience in building maintenance and equipment repair. Valid Minnesota Class B driver's license.

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Preferred Qualifications

Completion of Firefighter I & II training course.

Fire Apparatus Operator training

Working Conditions

Majority of time is spent indoors at City's fire station. Some time is spent maintaining building grounds including grass mowing and snow shoveling. Performs a variety of physical movements such as bending/stooping, crouching/kneeling, pushing/pulling, and twisting/turning. Works around and operates a variety of equipment and machinery. Frequently lifts/carries/moves equipment. Occasionally enters confined spaces (under trucks and in pump compartments) and works at heights (on ladders and roof) up to 12 feet. Some exposure to irritants/fumes, vibrations, noise, and electric shock. Uses near and color vision, hearing, and sense of touch.